



## Job Posting

**Open:**     **Closed 12/18/2006**

**Title:**     **Equipment Operator – Buildings and Grounds Department**

\*To apply, please contact Mark Anderson, Human Resources Manager, at (317) 927-7508 or email at [manderson@indianastatefair.com](mailto:manderson@indianastatefair.com). Thank you for your interest.

### Position Summary

The purpose of this position is to perform repairs, maintenance and operation of heavy equipment for the functions of horse track maintenance, snow removal and hauling heavy materials.

### Essential Functions and Responsibilities

1. Operation of heavy machinery and dump trucks for maintenance and construction needs.
2. Repair and maintain track maintenance vehicles.
3. Order supplies and materials for the proper operation of heavy machinery.
4. Perform general repairs such as welding and fabrication for various buildings and machinery.
5. Provide show support for various livestock shows and horse exhibitions.

### Skill Requirements

1. **Performs quality work:** Able to maintain high standards despite pressing deadlines; establishes high standards and measures; does work right the first time; tests new methods thoroughly; reinforces excellence as a fundamental priority.
2. **Strong ability to prioritize:** Able to use sound judgment in evaluating the relative urgency of various issues; appropriately classifies in terms of time sensitivity, impact, complexity, importance, etc.
3. **Excellent attention to detail:** Able to follow detailed procedures and ensures accuracy in service, documentation and data; carefully monitors processes; concentrates on details and organizes and maintains records.
4. **Understanding of policies and procedures:** Able to act in accordance with established guidelines; communicates and enforces organizational policies and procedures.
5. **Strong customer focus:** Able to demonstrate a high level of service delivery; does what is necessary to ensure customer satisfaction; deals with service failures and prioritizes customer needs.

### Educational/Experience Requirements

- High school diploma or GED equivalent required.
- At least four years experience in heavy equipment operation and safety.
- Welding certification desired.
- Knowledge of horsemanship preferred.

### Job Complexity

Work requires a high level of judgment, analytic ability and creativity, such as investigating moderately complex problems or situations, analyzing information and recommending solutions.

**Supervisory Responsibilities**

None

**Supervision Received**

This position will receive routine supervision from the Grounds Manager, who will occasionally review work to ensure its completion. Work is performed under general guidelines, procedures and rules.